



## TOWN OF LOS GATOS

### PARKS AND PUBLIC WORKS DEPARTMENT

PHONE (408) 399-5770

FAX (408) 354-8529

SERVICE CENTER

41 MILES AVENUE

LOS GATOS, CA 95030

### **PARKS RESERVATION**

#### **Rules & Regulations**

#### **General**

Hours:

Parks are open at 8 AM until one-half hour after sunset.

Town trails are open from 7 AM to sunset, unless posted otherwise.

#### **Reservations**

- All reservation requests must be completed through the on-line reservation process. Reservations by phone will not be accepted. Reservations cannot be made less than 48 hours prior to the requested reservation date.
- Prior to selecting and reserving any picnic area or bandstand/gazebo, we recommend that the applicant visit the park facility in advance or view [Parks & Trails Map](#) to obtain details of each of Town's parks and trails, including maps.
- Your reservation is final once you have completed the on-line reservation process and payment by credit card in full is received. Checks will no longer be accepted. A reservation fee will be charged for each site you reserve. If you reserve two or more sites, a fee will be assessed for each site, as applicable. Park reservations do not include parking. Please view the [Fee Schedule](#) for current charges.
- All information collected is only for the use of the Town of Los Gatos Parks and Public Works Department for park reservations and will not be sold or shared with outside vendors. Also be assured that all data you send as part of this reservation process is through a secure server and the data is encrypted for transmission. We do not keep any of your credit card information on our system.

#### **Refund and Cancellation Policy**

- Cancellations cannot be done on-line. Customers must contact the Parks and Public Works office at (408) 399-5781 during normal business hours (Monday – Friday, 8 AM to 1 PM) for cancellations. Cancellations charges will apply.
- A non-refundable fee of \$15 per reservation will be charged for any reservation cancelled more than ten (10) business days prior to your reservation event date.
- Refund for cancellation will be issued through checks only. Refund checks will be mailed within 4 weeks of cancellation. No online credit will be issued for cancellations.
- No refund will be issued for cancellations made ten (10) business days or less before the reservation event date.
- Park usage fees are non-transferable. Changes to location/date of reservation can be made by contacting the Parks and Public Works office.
- The Parks and Public Works Department will refund the entire park use fee only if it closes the parks due to inclement weather conditions.



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### Permits

- Applicants will need a Special Use Permit For any organized recreational activities, such as formal classes or other similar activities. Special Use Permit is approved by the Parks & Public Works Department upon review of Special Use Permit request and payment of applicable deposit. Call the Parks and Public Works office at (408) 399-5781 for more information.
- The permittee, under Town Municipal Code, Section 19.30.025, shall be bound by all park rules and regulations, and all applicable ordinances. The person to whom such permit is issued shall be liable for any loss, damage or injury sustained by the Town or by any person whomsoever by reason of the negligence of the person to whom such permit shall have been issued.
- Use of a disc jockey (DJ) at the Gazebo/Bandstand at Oak Meadow Park is allowed only after receiving a Special Events Permit from the Los Gatos-Monte Sereno Police Department. The Police Department number is (408) 354-8600.
- An insurance certificate in the amount of \$1 million, naming the Town of Los Gatos, its Council members, Boards, Commissions, employees and agents as additionally insured is required for groups of over 100 people (reservations for events such as weddings, reunions and company picnics).
- Permits cannot be transferred, assigned or sublet.

### Jump Houses

- Jump house fees for residents are \$95. Non-resident fees are \$125.
- Jump houses can be rented only from companies that have provided proof of liability insurance naming the Town of Los Gatos as the additional insured. The following companies have registered with the Clerk's Office and have provided the required certificate:

Astro Events & Jump	(800) 300-0922
Bali Baly Jump	(408) 226-2706
Jump For Fun	(800) 281-6792
Bay Area Jump	(800) 514-5867
Jump For Joy	(800) 418-5867
Comic Jumps	(650) 444-1800

- Any jump house company not listed above must provide insurance to the Town of Los Gatos Clerk's Office for consideration. A permit will not be issued to an applicant without providing proof of insurance and a business license with Town of Los Gatos from the vendor.
- Use of a jump house is not allowed for Picnic Areas 1, 2 & 7 at Oak Meadow Park.
- Jump houses must be hand carried in to the park and placed in the area specified by the Parks Service Officer.
- No electricity is provided at the park for jump houses.
- Jump houses with combined features such as a jumper and a slide and/or obstacle course, and features containing water are not allowed.



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- Personally owned jump houses are not allowed.

#### **Vehicle Escort**

- Individuals renting a park facility can request a staff vehicle escort to assist with the transport of supplies to/from a designated picnic area. Request for Vehicle Escort is made at the time of making reservation for the picnic area.
- No vehicles are allowed beyond designated public parking lots. If an individual would like to drop off supplies or equipment beyond these areas in a vehicle, a vehicle escort is required.
- Vehicle escorts are not available for Picnic Areas 1, 2, & 7 at Oak Meadow Park.

#### **Food & Alcohol**

- A Vehicle Escort Permit is required when a caterer delivers food to a picnic site.
- Barbecues are not allowed at Belgatos Park.
- Beer and wine are allowed with a picnic meal but must not leave the picnic site.

#### **Decorations & Signs**

- Decorations must not interfere with other picnic sites.
- Decorations must be cleaned up and removed before leaving the park.
- Directional signs may be posted in designated areas, but must be removed before leaving.
- No tacks, nails or staples on park signs, tables or trees.
- No confetti, Egg toss or piñatas are allowed.

#### **Dogs**

- A six (6) foot leash is required at all times and dogs must be kept under physical control.
- Please clean-up after your pet.

#### **Miscellaneous**

- Portable BBQs (gas or charcoal) are allowed in picnic areas only.
- Portable Radios are allowed.
- Loud music is not allowed at any hour.
- Volleyball and Badminton nets are allowed.
- Portable toilets are not allowed.
- Petting zoos and pony rides are not allowed.
- Water slides and 'Slip slides' are not allowed.



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- Organized sports activities are not allowed any day including weekends.

### **Clean-Up**

- Facilities rented and used must be left in clean condition. A fee will be assessed to you for leaving the picnic area unclean or damaged.
- Applicant should provide means to clean up site, including extra trash bags.
- Pick-up and dispose of all trash and food waste materials at reserved park site.
- Remove cans, bottles, bags, decorations, balloons, food and debris from park site. Use trash cans.
- Allow fires in barbecue pits to burn out. Do not use water because it will damage the grill and pit.

What's Allowed	What's Not Allowed
<ul style="list-style-type: none"><li>• Simple Jump Houses (please refer to Jump house rules) with picnic areas 3, 4, 5, 6, 8 and 9 only.</li><li>• Portable BBQs (gas or charcoal) in picnic areas only at all parks except Belgatos Park</li><li>• Portable Radios</li><li>• Tables &amp; Chairs in the grass area (for groups of 25 or less only)</li><li>• 2 canopies, no more than 12'x12' in size at each picnic area</li><li>• Dogs (only if controlled by 6' leash at all times)</li><li>• Volleyball &amp; Badminton</li><li>• Alcohol is permitted within the picnic areas only</li><li>• Volleyball &amp; Badminton nets</li></ul>	<ul style="list-style-type: none"><li>• Combination jump house with a slide and/or obstacle.</li><li>• Personally owned Jump Houses</li><li>• Portable BBQ (gas to charcoal) at Belgatos park</li><li>• Loud music (permit required for live, amplified music)</li><li>• Portable Toilets</li><li>• Petting Zoos and Pony Rides</li><li>• Alcohol in areas other than picnic areas</li><li>• Food or alcohol in the Bandstand/Gazebo at Oak Meadow Park.</li><li>• Vehicles without Vehicle escort Special Use permit.</li><li>• Organized sports any day, including weekends.</li><li>• Water slides and "Slip &amp; Slides"</li><li>• Egg Toss, Piñata and water balloons</li><li>• Tacks, nails or staples on park signs, tables or trees</li></ul>